



# Montgomery County Maryland Board of Elections

## Voter Registration CD Instructions

**18753-210 N. Frederick Avenue  
Gaithersburg, MD 20879  
(240) 777-8500  
[www.777vote.org](http://www.777vote.org)**

rev. August 28, 2009





## 1 Overview / General Information

Montgomery County Board of Elections provides Voter Registration Information to Maryland registered voters, electronically on a CD as an unsorted flat file, which is updated monthly. Section 3 of this document provides a complete listing of all data provided. The data includes voter history for Presidential and Gubernatorial elections.

## 2 Data Use

Data can only be provided to individuals who are registered voters in the State of Maryland. The data provided by the Board of Elections may only be used for election purposes and under no circumstances may be used for commercial solicitation. According to Maryland Code Title 3, Section 3-506, a person who knowingly allows a list of registered voters, under the person's control, to be used for any purpose not related to the electoral process is guilty of a misdemeanor. A signed affirmation is required before data can be provided.

## 3 Data available

One set of data are provided in compact disk format, which includes a complete list of active voters in Montgomery County and voting history from presidential and gubernatorial elections associated with those voters.

The table below provides details on active registered voter information:

Data Element	Description	Data Type
VTR_ID	Unique ID that identifies a voter	Integer(22)
LastName	Voter's Last Name	String(30)
FirstName	Voter's First Name	String(30)
MiddleName	Voter's Middle Name	String(30)
Suffix	Suffix on a voters name such as Jr., Sr., III, etc.	String(30)
HouseNumber	House number part of residence address	String(40)
HouseSuffix	A value, normally a letter, that follows the House Number. For example, 3401 <b>B</b> Main Street	String(10)
StreetPreDirection	A direction such as North abbreviated to a single letter that appears before the street name. For example, <b>N</b> Summit Ave.	String(10)
StreetName	The name of the street where the voter resides	String(50)



Data Element	Description	Data Type
StreetType	The type of street, examples include: AVE, RD, LN, CT, TER	String(50)
StreetPostDirection	A direction such as west abbreviated to a single letter that appears after the street name. For example, University Blvd <b>W</b>	String(10)
UnitType	The type of unit. Common values include: Apt, Bldg and Unit	String(10)
UnitNumber	The number of the unit. For example, Apt <b>234</b>	String(20)
NonStandardAddress	In the event that an address provided by the voter can not be validated as provided, the address is stored in the NonStandardAddress field. If there is a value in the NonStandardAddress field no values will appear in the other address fields such as HouseNumber, StreetName, StreetType, etc.	String(256)
ResidentialCity	The name of the city where the voter resides	String(256)
ResidentialState	The name of the state where the voter resides. This value will always be "MD"	String(2)
ResidentialZip	The ZIP code where the voter resides	String(5)
MailingAddress	This field is the mailing address of the voter. This field is blank unless the voter has a mailing address that is different than their residential address.	String(256)
MailingCity	This field is the mailing city of the voter. This field is blank unless the voter has a mailing address that is different than their residential address.	String(256)
MailingState	This is the mailing state of the voter. This field is blank unless the voter has a mailing address that is different than their residential address.	String(2)
MailingZip	This is the mailing ZIP of the voter. This field is blank unless the voter has a mailing address that is different than their residential address.	String(5)
Party	This is the voter's party. The following is a list of the abbreviations provided and the parties they represent: <ul style="list-style-type: none"><li>• DEM – Democrat</li><li>• REP – Republican</li><li>• GRN – Green</li><li>• CON – Constitution</li><li>• IND – Independent</li><li>• LIB – Libertarian</li><li>• UNA – Unaffiliated</li></ul>	String(5)



Data Element	Description	Data Type
	<ul style="list-style-type: none"> <li>• OTH – Other Parties</li> <li>• OAL – Others – Alliance</li> <li>• OAM – Others - American</li> <li>• OAI – Others – American Independent</li> <li>• OAS – Others – American Socialist</li> <li>• OAN – Others - Anarchist</li> <li>• OBM – Others – Bull Moose</li> <li>• OCH – Others – Christian</li> <li>• OCO – Others – Communist</li> <li>• OCN – Others – Conservative</li> <li>• OCON – Others – Constitution</li> <li>• OCS – Others – Constitutional</li> <li>• OFCH – Others – Free Choice</li> <li>• OFR – Others – Freedom</li> <li>• OGRT – Others – Grass Roots</li> <li>• OGL – Others – Green Libertarian</li> <li>• OIN – Others – Independent</li> <li>• OID – Others – Individualist</li> <li>• OLS – Others – League of the South</li> <li>• OLIR – Others – Liberals</li> <li>• ONAS – Others – National Socialist</li> <li>• ONL – Others – Natural Law</li> <li>• ONP – Others - Natural Party</li> <li>• OPAT – Others – Patriot</li> <li>• OPE – Others - Peoples</li> <li>• OPOP – Others - Populist</li> <li>• ORE – Others – Reform</li> <li>• ORL – Others – Right-to-Life</li> <li>• OSD – Others – Social Democrat</li> <li>• OSC – Others – Socialist</li> <li>• OTX – Others – Tax</li> <li>• OTP – Others – Taxpayers</li> <li>• OWH – Others – Whig</li> <li>• OWO – Others – Workers</li> </ul>	
Gender	This is the voter's gender. The value "Male" or "Female" appear in this field. This field will be blank if the gender is unknown.	String(6)
Congressional	Congressional District	String(10)
Legislative	Legislative District	String(10)
Councilmanic	County Council District	String(10)



<b>Data Element</b>	<b>Description</b>	<b>Data Type</b>
SchoolDistrict	School District	String(3)
Ward	One of several wards into which a municipality is divided for voting purposes; each contains one or several polling places.	String(10)
Municipal	Indicates the municipality or Special Taxing Area (STA) where the voter resides. <ul style="list-style-type: none"><li>• BA – Barnesville</li><li>• BP – Battery Park</li><li>• BR – Brookeville</li><li>• C3 – Chevy Chase Section 3</li><li>• C4 – Chevy Chase Section 4</li><li>• C5 – Chevy Chase Section 5</li><li>• CU – Chevy Chase View</li><li>• CV – Chevy Chase Village</li><li>• DR – Drummond</li><li>• FH – Friendship Heights</li><li>• GA – Gaithersburg</li><li>• GE – Glen Echo</li><li>• GP – Garrett Park</li><li>• KE – Kensington</li><li>• LA – Laytonsville</li><li>• MA – Martin’s Addition</li><li>• NC – North Chevy Chase</li><li>• OA – Oakmont</li><li>• PO – Poolesville</li><li>• RO – Rockville</li><li>• SO – Somerset</li><li>• TP – Takoma Park</li><li>• WG – Washington Grove</li></ul>	String(2)
Precinct	One of several election precincts into which a city or town is divided for voting purposes; each is assigned a polling place.	String(10)
Split	A combination of the precinct, municipal and ward fields in the format PPPPMMWW where: PPPP is the precinct field MM is the municipal field WW is the municipal ward	String(10)
BirthDate	The voter’s date of birth	String(10)
CountyRegistrationDate	Date the voter registered to vote in Montgomery County	Date(7)



<b>Data Element</b>	<b>Description</b>	<b>Data Type</b>
StateRegistrationDate	Date that the voter registered in the State of Maryland.	Date(7)

The previous ten Presidential and Gubernatorial elections are included for all voters. This includes both primaries as well as general elections. For example:

- 1) 2000 Presidential Primary Election
- 2) 2000 Presidential General Election
- 3) 2002 Gubernatorial Primary Election
- 4) 2002 Gubernatorial General Election
- 5) 2004 Presidential Primary Election
- 6) 2004 Presidential General Election
- 7) 2006 Gubernatorial Primary Election
- 8) 2006 Gubernatorial General Election
- 9) 2008 Presidential Primary Election
- 10) 2008 Presidential General Election

Descriptive field names such as "11/04/2008-PG" are appended to the end of the record to provide voting history. Each field is either blank, indicating the voter did not vote in that election, or a description of the election appears in the field such as "PRESIDENTIAL GENERAL – 2008".



## **4 Frequently Asked Questions**

### **4.1 Can the Montgomery County Board of Elections help me develop reports or manipulate the registered voter information?**

The Montgomery County Board of elections will provide you information about the data provided. If you need assistance using the data you may wish to consider a commercial organization that specializes in your needs or you may wish to contact:

Montgomery County Democratic Central Committee  
301-946-1000

Montgomery County Republican Central Committee  
(301) 417-9256

### **4.2 What tools can be used to manipulate the voter information data?**

There are many commercial software packages that can be successfully used to manipulate the voter registration information. Montgomery County Board of Elections does not endorse or support any particular software, and provides data in a format that is compatible with many database products. Common tools one may select to manipulate the voter data include Microsoft Access, Open Office Base (a free product) and Filemaker Pro. Additional information can be obtained on these products at [www.microsoft.com](http://www.microsoft.com), [www.openoffice.org](http://www.openoffice.org) and [www.filemaker.com](http://www.filemaker.com) respectively. See questions 4.11 and 4.12 for specifics on how to import data into Microsoft Access and Open Office Base.

### **4.3 Where can I receive training on tools to manipulate data?**

There are many sources for training including commercial training providers, local colleges as well as online courses offered by a variety of providers.





#### **4.4 Can the Board of Elections respond to special data requests?**

The Board of Elections provides data that is available in a standard format. By providing standardized complete data, the Board of Elections reduces the cost of providing data, simplifies the data request process and reduces the time required to provide data.

Questions regarding data that are not covered in this guide can be directed to:

Edward O'Neill  
Montgomery County Board of Elections  
18753-210 N. Frederick Avenue  
Gaithersburg, MD 20879  
(240) 777-8524  
Edward.O'Neill@montgomerycountymd.gov

#### **4.5 In what format is the data provided?**

All data is provided in quote and comma delimited format with the first row of data listing the field names. This generic format works with a wide variety of software.



#### **4.6 How can I obtain a walking list?**

The data purchased can be used to create a walking list. Although each person requesting data may have slightly different needs, the following information may help determine which fields in the provided data are most useful. You may filter or select data using one or more of the following fields:

- Precinct
- Congressional
- Legislative
- Councilmanic
- SchoolDistrict

You may wish to group data by:

- StreetName

The following information may be valuable for each line of the report:

- HouseNumber
- HouseSuffix
- StreetPreDirection
- StreetName
- StreetType
- StreetPostDirection
- UnitType
- UnitNumber
- Party
- Gender
- BirthDate
- Voting History

#### **4.7 Does the Board of Elections provide municipal elections history?**

No. However, the Board of Elections does provide a list of registered voters identified by municipal ward. For municipal elections history please contact the municipality directly.

#### **4.8 How much voter history is provided?**

Voter history is generally provided for the last ten presidential and gubernatorial elections, this includes primaries and general elections.



**4.9 I have recommendations for improvement in the information provided by the Board of Elections, how do I share my suggestions?**

Montgomery County Board of Elections wishes to provide useful, timely, accurate and cost effective data. We welcome all suggestions that may allow us to better meet the needs of those who use the data we provide. We welcome your suggestions and feedback. Please contact:

Betty Ann Lucey  
Montgomery County Board of Elections  
18753-210 N. Frederick Avenue  
Gaithersburg, MD 20879  
(240) 777-8520  
BettyAnn.Lucey@montgomerycountymd.gov

**4.10 Can I use Microsoft Excel to manipulate the data provided?**

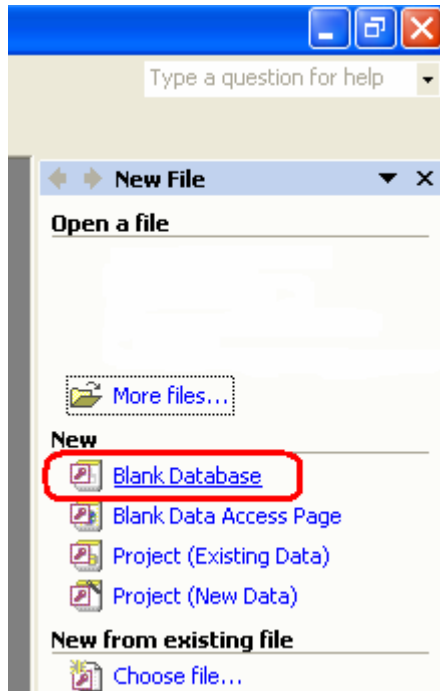
Microsoft Excel has a limit of 65,536 records. In most cases, this limit prohibits use of Excel to manipulate the data provided which exceeds this limit.



#### **4.11 How can I import the data provided into Microsoft Access?**

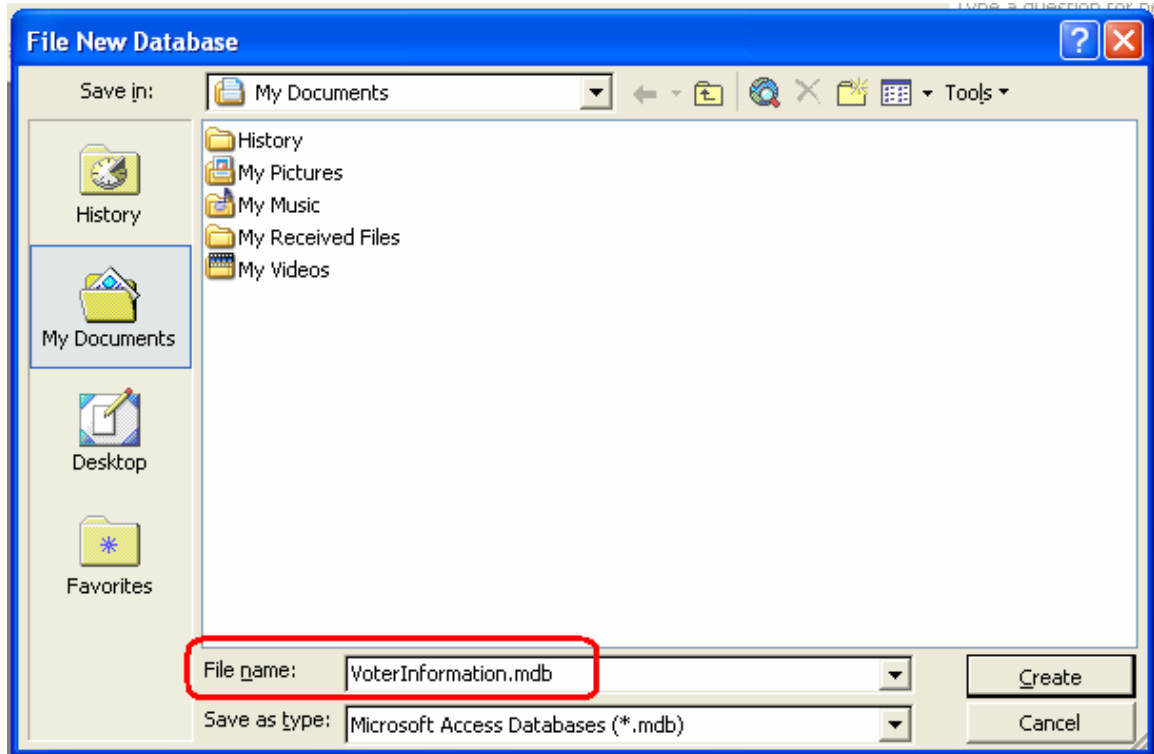
The following procedure was developed using Microsoft Access 2002:

1. Place the CD in the CD Drive
2. Open Microsoft Access and click on Blank Database on the right side of the screen.

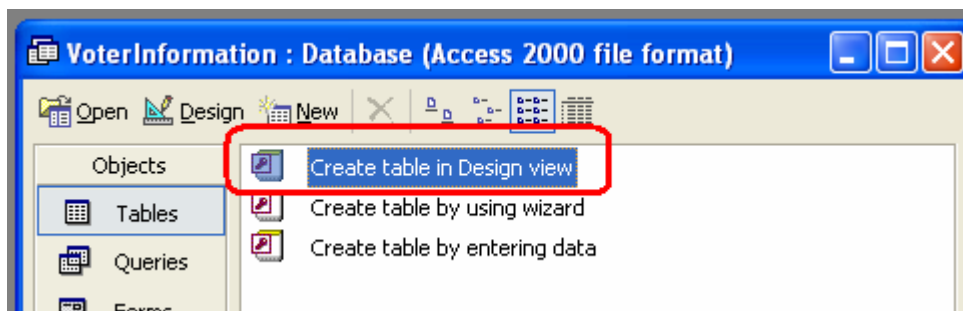




3. The *File New Database* window is displayed. In the “File Name” box type a file name that you would like to use for your database.

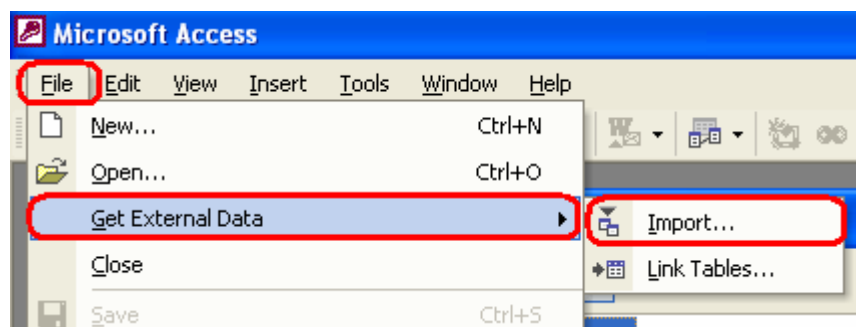


4. Click once on “Create table in Design view”

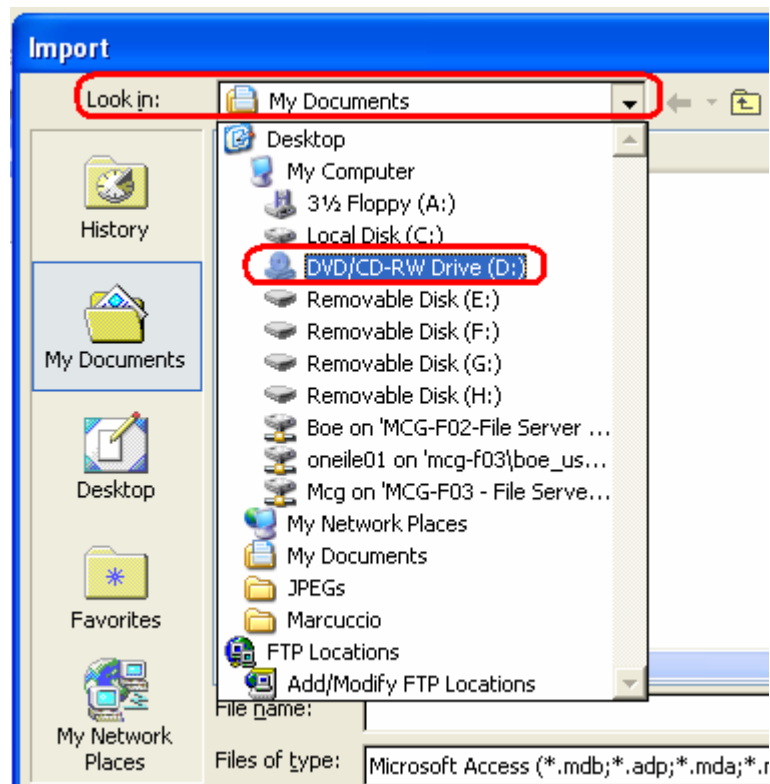




- Click on the “File” menu option from the pull down menu bar at the top of the screen, select “Get External Data” and select “Import.”

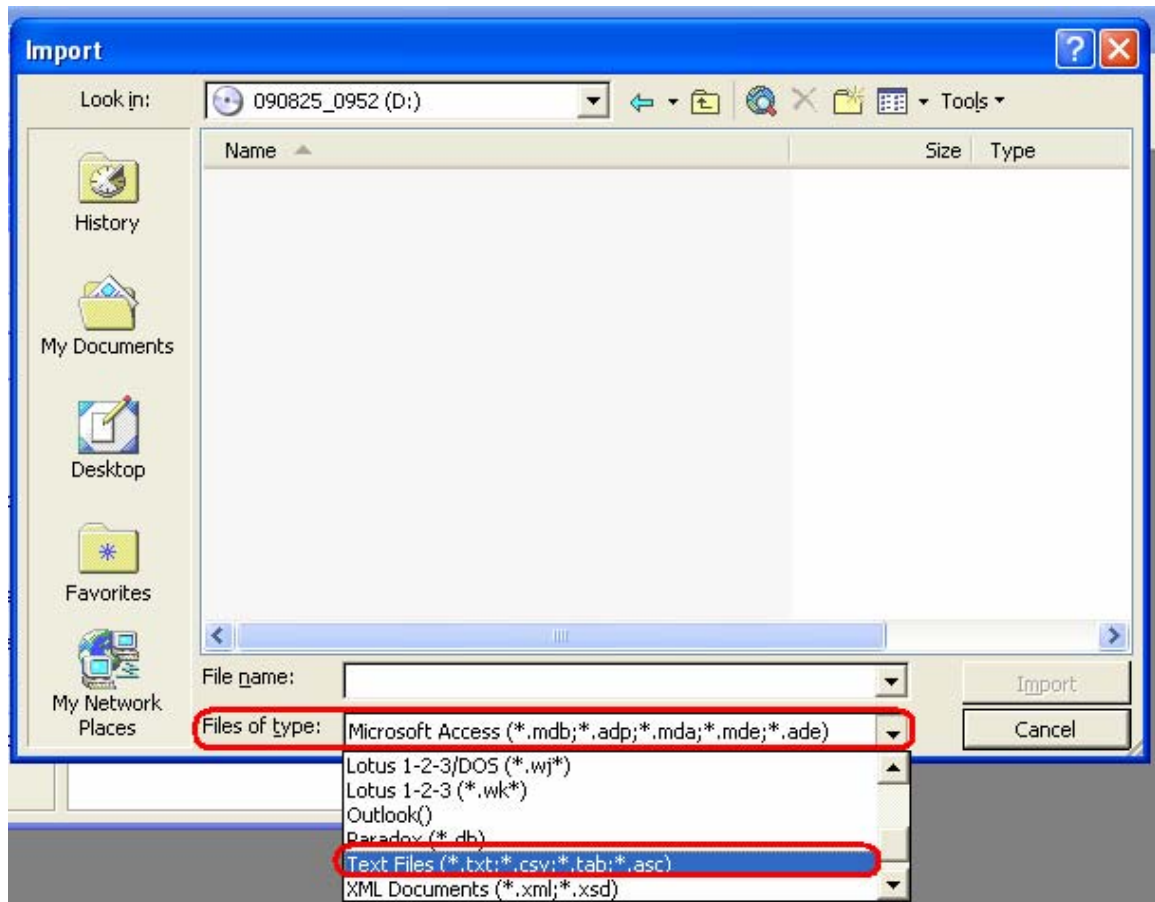


- In the *Import* Window click on the “Look In” pull down and select the CD drive that you placed the Voter Information CD in during step 1.

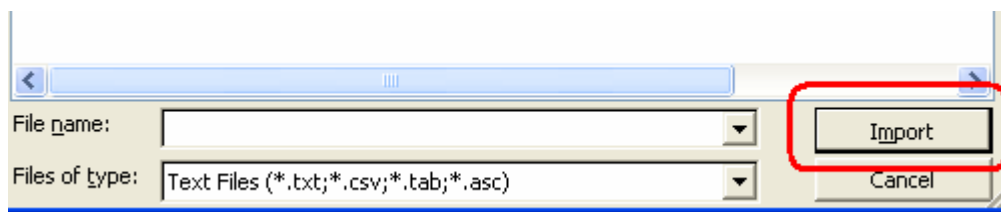




7. In the *Import* Window click on the “Files of Type” pull down and select “

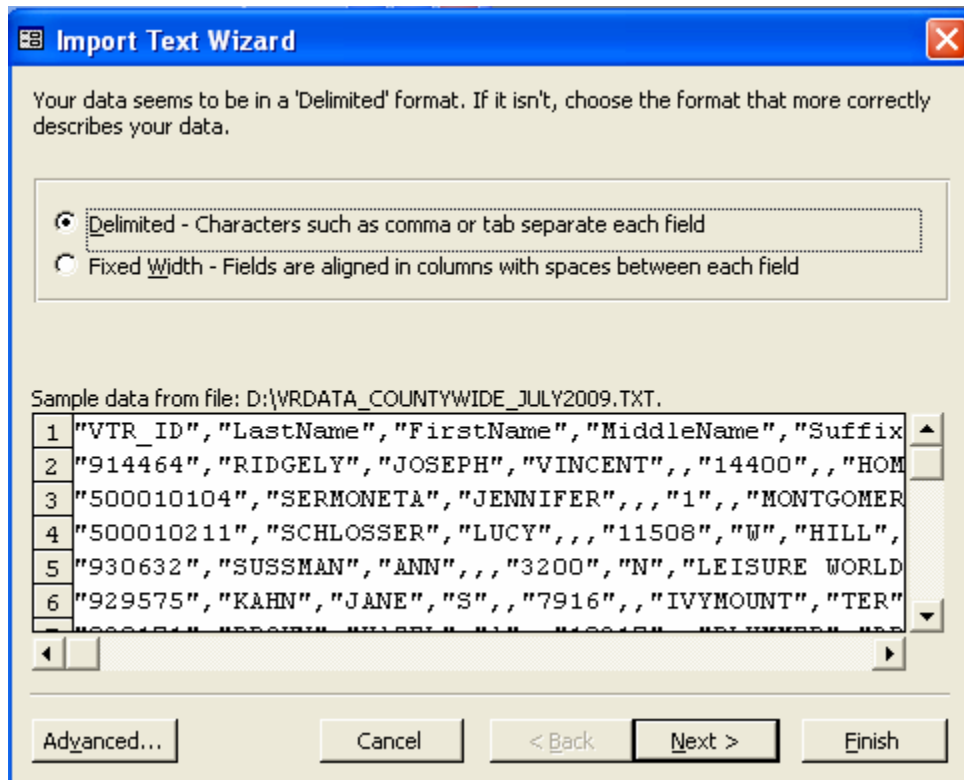


8. Select the file you wish to import and click the “Import” button.

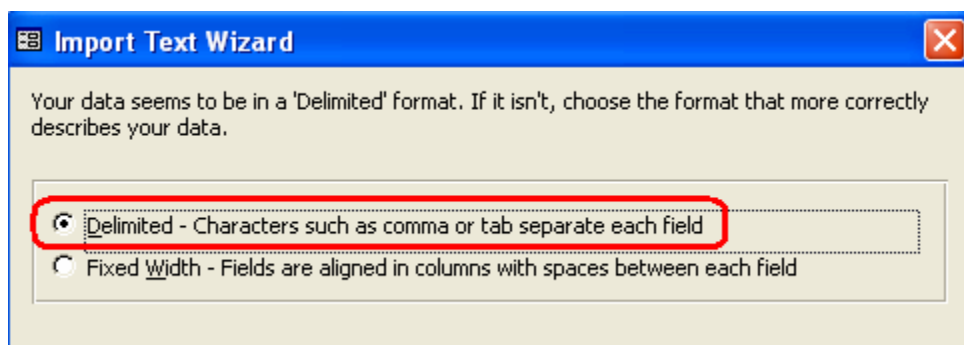




9. The *Import Text Wizard* window appears.



10. Ensure that the “delimited” radio button is selected.



11. Click the “Next” button.





12. Ensure delimiter is set to “Comma” (default value), check the “First Row Contains Field Names” check box and ensure that “Text Qualifier” is double quotes (default value).

What delimiter separates your fields? Select the appropriate delimiter and see how your text is affected in the preview below.

Choose the delimiter that separates your fields:

☐ Tab ☐ Semicolon ☒ Comma ☐ Space ☐ Other:

☒ First Row Contains Field Names

Text Qualifier:

VTR ID	LastName	FirstName	MiddleName	Suffix	Hous
914464	RIDGELY	JOSEPH	VINCENT		14400
500010104	SERMONETA	JENNIFER			1
500010211	SCHLOSSER	LUCY			11508
930632	SUSSMAN	ANN			3200
929575	KAHN	JANE	S		7916
929171	BROWN	HAZEL	A		1921

Advanced... Cancel < Back Next > Finish

13. Click the “Next” button.
14. Ensure that the “In a New Table” radio button is selected.

You can store your data in a new table or in an existing table.

Where would you like to store your data?

☒ In a New Table

☐ In an Existing Table:

VTR ID	LastName	FirstName	MiddleName	Suffix	Hous
914464	RIDGELY	JOSEPH	VINCENT		14400
500010104	SERMONETA	JENNIFER			1



15. Click the “Next” button two times.

16. Select the “No Primary Key” radio button and click the “Finish” button to import the data.

**Import Text Wizard**

Microsoft Access recommends that you define a primary key for your new table. A primary key is used to uniquely identify each record in your table. It allows you to retrieve data more quickly.

☐ Let Access add primary key.

☐ Choose my own primary key.

☒ **No primary key.**

VTR ID	LastName	FirstName	MiddleName	Suffix	Hous
914464	RIDGELY	JOSEPH	VINCENT		14400
500010104	SERMONETA	JENNIFER			1
500010211	SCHLOSSER	LUCY			11508
930632	SUSSMAN	ANN			3200
929575	KAHN	JANE	S		7916
929171	BROWN	HAZEL	A		19217

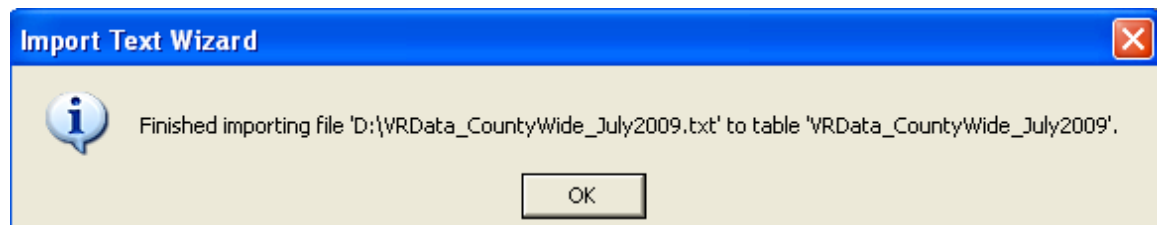
Advanced... Cancel < Back Next > **Finish**

17. The import may take up to several minutes depending on the configuration of your computer. You can monitor the progress of the import by watching the bar in the lower left corner of the screen.

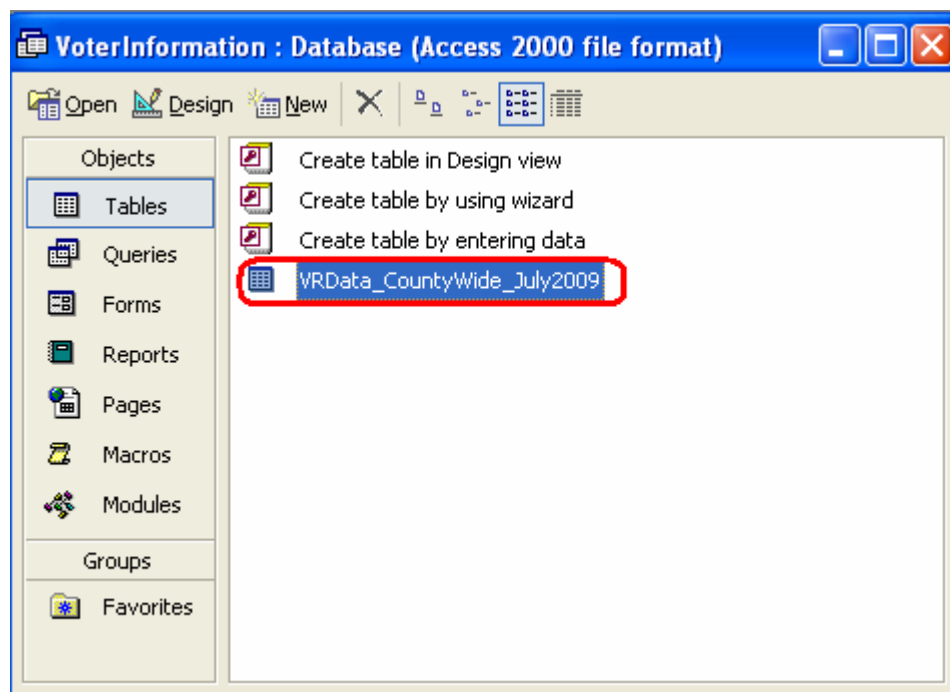




18. After the import is complete an “Import Text Wizard” information window will appear indicating that Access is finished importing the file.



19. Click the “OK” button and a new table object will appear.





#### 4.12 How can I import the data provided into Open Office Base?

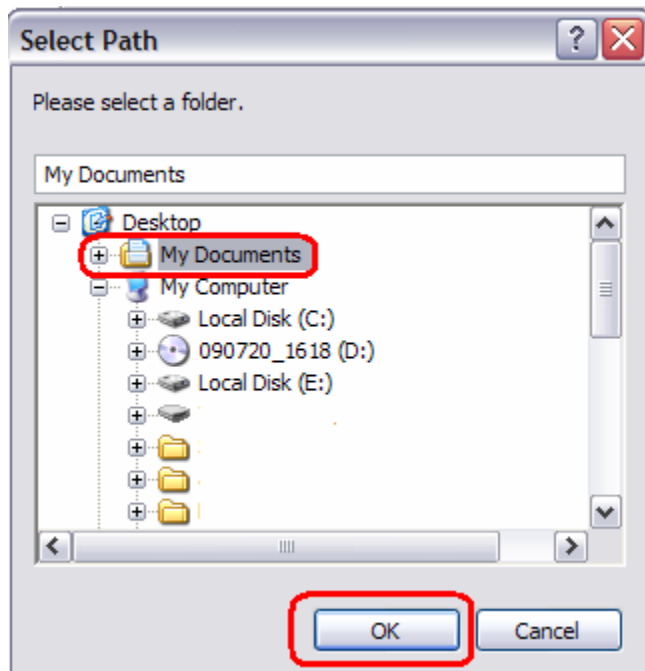
The following procedure was developed using Open Office Base version 3.1:

1. Place the CD in the CD Drive.
2. Copy the data file to a local drive, for example My Documents.
3. Open Open Office Base, select “Connect to an existing database” and click the “Next >>” button.





4. Click the browse button and in the Select Path window select the folder where you placed the data file from the CD and click the "OK" button.





5. Select the “Plain text files (\*.txt)” radio button.

**Database Wizard**

**Steps**

1. Select database
2. Set up a connection to text files
3. Save and proceed

**Set up a connection to text files**

Select the folder where the CSV (Comma Separated Values) text files are stored. OpenOffice.org Base will open these files in read-only mode.

Path to text files  
C:\Documents and Settings\My Documents Browse...

Specify the type of files you want to access

☒ Plain text files (\*.txt)

☐ 'Comma separated value' files (\*.csv)

☐ Custom:  Custom: \*.abc

Row Format

Field separator: ,

Text separator: "

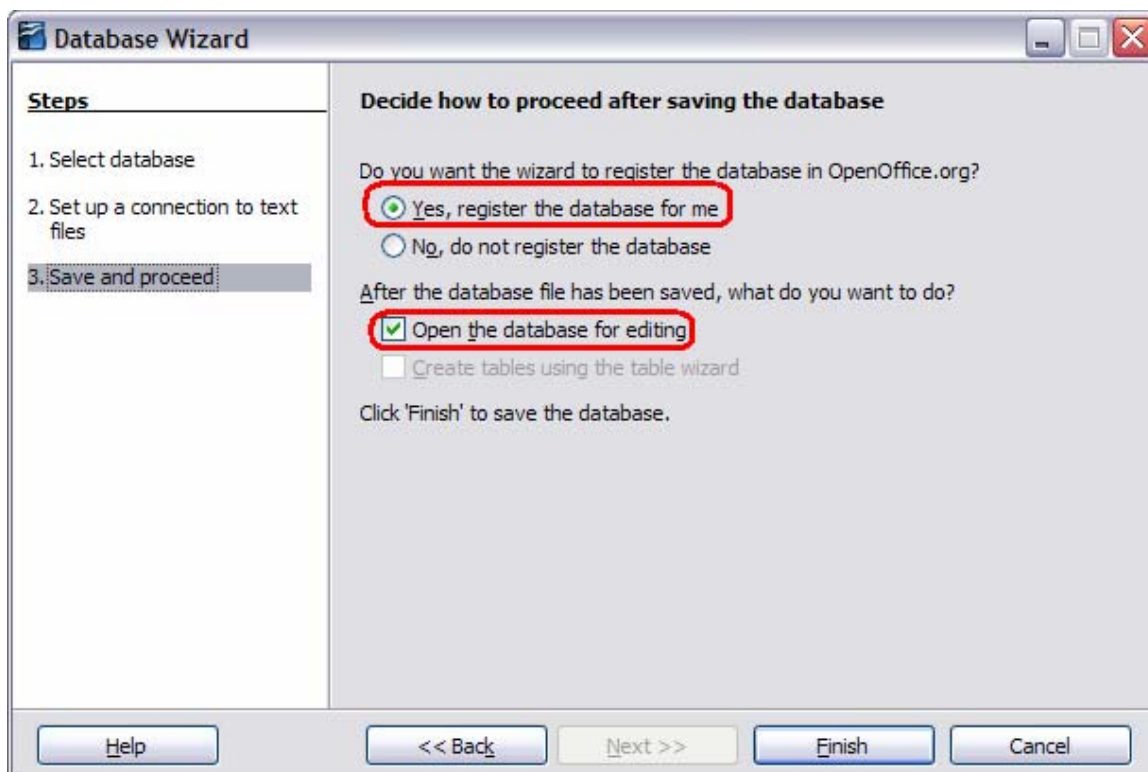
Decimal separator: .

Thousands separator:

Help << Back Next >> Finish Cancel



6. Ensure the “Yes, register the database for me” radio button is selected and the “Open the database for editing” checkbox is checked. Click the “Finish” button.



7. In the Save As window enter a file name for the database and click the “Save” button.

